

### Safe Recruitment Checklist

The Safe Recruitment Checklist is essential for Welsh Gymnastics and affiliated organisation to ensure that any personnel who enters or is involved within a WG environment is safe, quality assured and exudes appropriate behaviour that reflect the gymnastics' ethos and values.

#### Employment/Contractor

Stage 1	Advertising a role	Who
	Description of what services are required and highlight safeguarding responsibilities and checks required	
	Person specification – include skills and behaviours	
	Expression of interest form if advertising for services Application process if advertising for a role	
	Share the requirement for references	
	Advertise in appropriate places	
Stage 2	Interviews and record checks	
	Interview date set and information communicated	
	Interview the candidate	
	Check ID to verify identification	
	Membership Check – DBS and Safeguarding and Protecting Children qualification/Time to Listen qualification	
	Check any other qualification required	
	References – professional and personal	
Stage 3	New starters	
	Contract in place – clear terms and conditions	
	Signs up to code of conduct and values and share key policies	
	Induction / On day paperwork	
	Plan for their first few weeks	
	Training/orientation delivered	
	Ensure they are aware of who to report concerns to/whistleblowing	
	Support highlighted and check ins	
	Outside UK additional/different requirements	
	Evidence of technical qualifications	
	Rights to work in UK checks if appropriate	
Stage 4	Ongoing Support	
	Personal development plan	
	Clear guidance on what they could achieve	
	Support and check ins	
	Continued training	

When employing an individual further advice, guidance and template are available from ACAS - [Acas | Making working life better for everyone in Britain.](https://www.acas.org.uk/)

#### Volunteers

Stage 1	Advertising a role	Who
	Description of what services are required highlight safeguarding responsibilities	
	Person specification – include skills and behaviours	
	Expression of interest form if advertising for services Application process if advertising for a role	
	Share the requirement for references	
	Advertise in appropriate places	
Stage 2	Interview and record checks	
	Interview/Informal chat date set and information communicated	
	Check ID to verify identification	
	Membership Check - DBS, Safeguarding and Protecting Children qualification/Time to Listen qualification	
	Check any other qualification required	
Stage 3	New starters	
	Agreement in place – Expectations are clear between both parties	
	Signs up to code of conduct and values and share key policies	
	References – professional and personal	
	Induction and introduction	
	Ensure they are trained on their role and requirements	
	Ensure they are aware of where to access support in their role	
	Ensure they are aware of who to report concerns to/whistleblowing	
	Check in on them	
Stage 4	Ongoing Support	
	Personal development plan	
	Support and check ins	
	Continued training	

Please email [coaching@welshgymnastics.org](mailto:coaching@welshgymnastics.org) regarding international coach recruitment.

If at any point during the process a step is not satisfied, then recruitment must be paused and seek support.